

Getting Started Checklist for IC³ Authorized Centers

1. Complete the Authorized Center Application online

- Go to www.certiport.com/iQcenters/becomeAnIQcenter/.
- Select "IC³" as the program.
- Click on "Okay" for the Certiport approval pop-up message and click on "Next".
- Select your channel (Academic, Commercial, or Government) and click on "Next".
- Fill in the required fields of the application.
- Review and accept the Certiport Center Contract and IC³ Program Addendum.
- You will receive an email from Certiport that informs you of your application status and provides instructions on downloading the Testing System Software.

2. Install the Testing System Software

- Download and install the Testing System Software as indicated in the installation instructions sent to you in the application status confirmation email.
- Certiport Customer Relations Representatives can assist you during this process. You may contact them at **888-222-7890**.

3. Purchase IC³ exams

- Contact your IC³ Regional Account Manager Chris Yandow at **888-999-9830 x 185** or cyandow@certiport.com to purchase exams.

4. IC³ Authorized Instructor

- Each IC³ testing center is required to have at least one Authorized instructor on staff. Visit the following site for more details or contact your Regional Account Manager for information.
www.certiport.com/yourPersonalPath/IC3Certification/authorizedInstructor.asp

5. Administer exams

- Provide exams to interested candidates.
- Candidates will receive their IC³ Certificate in the mail within two weeks of successfully passing all three exams.

Questions?

Contact your Regional Account Representative Chris Yandow at **888-999-9830 x 185** or cyandow@certiport.com for any questions regarding the IC³ program.